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ABSTRACT

This publication contains statewide standards for the printing/graphic arts technology program in Georgia. The standards are divided into 12 categories: Foundations (philosophy, purpose, goals, program objectives, availability, evaluation); Admissions (admission requirements, provisional admission requirements, recruitment, evaluation and planning); Program Structure (curriculum design, program numbering system, program consistency, exit points, credentials, course code, course consistency, course sequence, electives, course transferability); Program Evaluation and Planning (program evaluation, program planning, enrollment, graduation, and placement levels, attrition levels, student performance); Instructional Program (course content, course objectives, course instruction, occupation-based instruction, evaluation of students, grading system, laboratory management, live work, equipment, supplies, and materials, physical facility); Academic Skills (academic requirements); Employability Skills (job acquisition, job retention and advancement); Staff (faculty qualifications and responsibilities); Advisory Committee (function, membership, meetings); Special Needs (commitment); Equity (commitment); and Health and Safety (commitment). Each standard consists of these components: standard statement, explanatory comment, and evaluative criteria. (YLB)

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PRINTING/GRAPHICS TECHNOLOGY PROGRAM STANDARDS

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PRINTING/GRAPHICS TECHNOLOGY PROGRAM STANDARDS

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ACKNOWLEDGEMENTS

The development of Printing/Graphics Technology program standards is a significant step for technical education and economic development in Georgia. These standards represent a statewide commitment to provide consistent, quality technical education, to equip our graduates with the background and skills necessary to meet their individual occupational needs, and to meet the currently expanding needs of the Georgia employment market.

Many people have contributed time, effort, and expertise to the standards development project. The Georgia Board of Technical and Adult Education, the Board's Standards Committee, the standards development committee, and the project staff have worked diligently to make the establishment of these standards a reality. Robert Mabry and John Lloyd of the Georgia Department of Technical and Adult Education have provided initiative and direction for the project. Russell Meade contributed significantly to the initial effort to develop standards for all programs. Patt Stonehouse, acting Director of Instructional Services, has provided invaluable assistance in planning and monitoring the project.

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We extend sincere thanks to each member of the Board's Standards Committee below.

Judy Hulsey
Carrollton

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Augusta

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Savannah

Louis Rice
Atlanta

Walter Sessoms, Chairman
Atlanta

Costelle Walker
Atlanta

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Chester A. Austin
Chairman, Georgia Board of Technical and Adult Education

Ken Breeden
Commissioner, Georgia Department of Technical and Adult Education

PRINTING/GRAPHICS TECHNOLOGY PROGRAM STANDARDS

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HOW TO USE THIS MANUAL

Tab Dividers

This document is divided into sections, each section being divided from the others by means of a section-identifier tab. Each section contains standard(s) pertaining to a particular category of standards.

Table of Contents

The Table of Contents lists the tabbed categories of standards plus the title and identifier number for each standard within each tabbed section.

Numbering System

Each standard has a unique six-digit identifier number. The number is divided into three sets of two-digit couplets, each set being divided by a dash.

Example: 03-04-05...
03 indicates standard document #3 (i.e., The Electronic Engineering Standards document).
04 indicates section #4 in the document (i.e., The Program Evaluation and Planning standards section).
05 indicates standard #5 within section four (i.e., The Student Performance standard within the Program Evaluation and Planning standards section).

Finding a Standard

Standard identifier numbers appear in the upper right-hand corner of each page. To find a given standard, refer to the Table of Contents to find the identifier number of the standard of interest, select the appropriate section tab, and find the desired standard within the selected tab section.

Amendments

Registered manual holders are instructed to keep their manuals updated as amendments are disseminated.

Document Transmittal

All new or revised documents are sent to the registered holder of the manual and are recorded on a Manuals Document Transmittal Form. Transmittals are numbered consecutively, and instructions for use are printed on the form.

Amendment Record

The registered holder of the manual records the receipt of all Manual Document Transmittals on the Amendment Record. This record and instructions are found on the reverse side of the manual title page.

PRINTING/GRAPHICS TECHNOLOGY

FOUNDATIONS
(Philosophy)

Standard Statement

A philosophy statement is developed expressing the beliefs and values that govern the content and conduct of the Printing/Graphics Technology program.

Explanatory Comment

A statewide program philosophy statement is developed and provided for the Printing/Graphics Technology program. The statewide philosophy statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

The Printing/Graphics Technology program philosophy statement expresses the fundamental educational and occupational principles that guide the instructional process.

Evaluative Criteria

The Printing/Graphics Technology program has a clearly defined, written philosophy statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Printing/Graphics Technology program philosophy statement is developed by the program faculty, the administration, and the program advisory committee.

The philosophy of the Printing/Graphics Technology program is in accordance with the philosophy of the Georgia Board of Technical and Adult Education and reflects the beliefs, values, and attitudes of the institution, the instructional field, the community, and the employment market.

The philosophy of the Printing/Graphics Technology program determines the unique role of the program in meeting the technical educational needs of the students, the community, and the employment market.

The philosophy of the Printing/Graphics Technology program reflects a desire to achieve educational excellence.

The philosophy of the Printing/Graphics Technology program reflects a commitment to meet the needs of business and industry.

PRINTING/GRAPHICS TECHNOLOGY

The philosophy of the Printing/Graphics Technology program includes a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

The philosophy statement of the Printing/Graphics Technology program is approved by the administration of the institution.

PRINTING/GRAPHICS TECHNOLOGY

PHILOSOPHY

The basic beliefs, attitudes, and concepts that are the foundation of the Printing/Graphics Technology program are expressed in the following statements.

Printing/Graphics Technology is a program of study which is compatible with the policies of the Georgia Board of Technical and Adult Education and encourages each Printing/Graphics Technology program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Printing/Graphics Technology program is founded on the value attributed to individual students, the printing/graphics technology profession, and technical education.

The Printing/Graphics Technology program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are well grounded in the fundamentals of printing/graphics technology theory and application and are prepared for employment and subsequent upward mobility.

The Printing/Graphics Technology program provides the student with necessary knowledge and skills to adapt to a variety of positions in the rapidly changing printing/graphics technology field. Skill development in computer technology plays a vital role in the Printing/Graphics Technology program. Important attributes for success of program graduates are critical thinking, problem solving, human relations skills, and the ability to apply technology to work requirements.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapping condition, academic disadvantage, or economic disadvantage.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic field which requires attention to current curriculum and up-to-date instructional equipment. The Printing/Graphics Technology program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and life-long learning is paramount in the printing/graphics technology field.

PRINTING/GRAPHICS TECHNOLOGY

FOUNDATIONS
(Purpose)

Standard Statement

A purpose statement delineating the instructional services which the Printing/Graphics Technology program provides is developed and implemented.

Explanatory Comment

A statewide purpose statement is developed and provided for the Printing/Graphics Technology program. The statewide purpose statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

A major purpose of the Printing/Graphics Technology program is to meet community and employment market needs for education in printing/graphics technology.

Evaluative Criteria

The Printing/Graphics Technology program has a clearly defined, written purpose statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Printing/Graphics Technology program purpose statement is developed by the program faculty, the administration, and the program advisory committee.

The purpose of the Printing/Graphics Technology program is in accordance with the purpose of the Georgia Board of Technical and Adult Education and the institution.

The purpose of the Printing/Graphics Technology program reflects the values and beliefs expressed in the program philosophy.

The purpose of the Printing/Graphics Technology program includes a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

The purpose statement of the Printing/Graphics Technology program is approved by the administration of the institution.

PRINTING/GRAPHICS TECHNOLOGY

PURPOSE

The purpose of the Printing/Graphics Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of printing/graphics technology.

The Printing/Graphics Technology program provides educational opportunities regardless of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

The Printing/Graphics Technology program is intended to produce graduates who are prepared for employment as typesetter/paste-up artists, film assembler/camera operators, or lithographic press operators. Program graduates exhibit industry entry level competence in the general areas of communications, math, and interpersonal relations.

Graduates who specialize in art and copy preparation are competent in the areas of type composition and preparation of art work to be assembled for press reproduction. Graduates who specialize in prepress/image assembly are competent in the areas of reproduction photography and film composition. Graduates who specialize in lithographic press operations are competent in the operation of a duplicator press and in the use of the large single color sheet press.

PRINTING/GRAPHICS TECHNOLOGY

FOUNDATIONS
(Goals)

Standard Statement

A program goals statement focuses the efforts of the Printing/Graphics Technology program.

Explanatory Comment

A statewide goals statement is developed and provided for the Printing/Graphics Technology program. The statewide program goals statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

Goals are broad statements of intent that delineate the achievements the Printing/Graphics Technology program seeks to attain. Goals are stated in non-quantifiable terms.

Evaluative Criteria

The Printing/Graphics Technology program has a clearly defined, written goals statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Printing/Graphics Technology program goals statement is developed by the program faculty, the administration, and the program advisory committee.

The goals of the Printing/Graphics Technology program are in accordance with the philosophy and purpose of the program.

The goals of the Printing/Graphics Technology program reflect a desire to provide exemplary occupational/technical education.

The goals of the Printing/Graphics Technology program reflect a commitment to assisting students to achieve successful employment in the printing/graphics technology field.

The goals of the Printing/Graphics Technology program are the basis for the development of program objectives.

PRINTING/GRAPHICS TECHNOLOGY

The goals of the Printing/Graphics Technology program include a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

The goals statement of the Printing/Graphics Technology program is approved by the administration of the institution.

PRINTING/GRAPHICS TECHNOLOGY

GOALS
(Process)

The goals of the Printing/Graphics Technology program are to:

1. Provide education which acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.

2. Provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.

3. Provide education which develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.

4. Provide quality printing/graphics technology education in an atmosphere that fosters interest in and enthusiasm for learning.

5. Prepare graduates to function as accountable and responsible members within their field of endeavor.

6. Prepare graduates to function as safe and competent practitioners in the printing/graphics technology field.

7. Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.

8. Provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

9. Foster employer participation, understanding, and confidence in the instructional process and the competence of Printing/Graphics Technology program graduates.

PRINTING/GRAPHICS TECHNOLOGY

FOUNDATIONS
(Program Objectives)

Standard Statement

An objectives statement based on established program goals is developed for the Printing/Graphics Technology program.

Explanatory Comment

A statewide objectives statement is developed and provided for the Printing/Graphics Technology program. The statewide program objectives statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

Program objectives are desired program outcomes stated in measurable, temporal, and operational terms.

Evaluative Criteria

The Printing/Graphics Technology program has a clearly defined, written objectives statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Printing/Graphics Technology program objectives statement is developed by the program faculty, administration, and the program advisory committee.

An essential objective of the Printing/Graphics Technology program is to prepare students for successful employment in the printing/graphics technology field.

The objectives of the Printing/Graphics Technology program stress learning outcomes, efficiency, enrollment, public relations, and other outcomes that impact on program quality.

A major objective of the Printing/Graphics Technology program is student achievement of identified exit point competencies.

The objectives of the Printing/Graphics Technology program include a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

The objectives statement of the Printing/Graphics Technology program is approved by the administration of the institution.

PRINTING/GRAPHICS TECHNOLOGY

OBJECTIVES
(Process)

The objectives of the Printing/Graphics Technology program are to:

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.

2. Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.

3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.

4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.

5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.

6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.

7. Provide education that fosters development of good safety habits.

8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, or handicapping condition.

9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.

10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.

11. Promote faculty and student rapport and communications to enhance student success in the program.

PRINTING/GRAPHICS TECHNOLOGY

FOUNDATIONS
(Availability)

Standard Statement

Written philosophy, purpose, goals, and objectives statements for the Printing/Graphics Technology program are made available to the staff of the institution and the general public.

Explanatory Comment

Published Printing/Graphics Technology program philosophy and purpose statements are important recruitment tools that help students to select programs that meet their needs.

Evaluative Criteria

The philosophy and purpose statements of the Printing/Graphics Technology program are published and made available to the staff of the institution and the general public.

Written goals and objectives are available for the Printing/Graphics Technology program.

Printing/Graphics Technology program philosophy, purpose, goals, and objectives statements are used by student personnel services to aid in recruiting and placing students.

PRINTING/GRAPHICS TECHNOLOGY

FOUNDATIONS
(Evaluation)

Standard Statement

The philosophy, purpose, goals, and objectives of the Printing/Graphics Technology program are evaluated.

Explanatory Comment

The evaluation of the Printing/Graphics Technology program philosophy, purpose, goals, and objectives assists the program in meeting student, community, and employment market needs.

Evaluative Criteria

Formal evaluation of the philosophy, purpose, goals, and objectives of the Printing/Graphics Technology program is performed annually and documents input from the program faculty, the administration, and the program advisory committee.

Evaluation of the philosophy, purpose, goals, and objectives of the Printing/Graphics Technology program is conducted to assure congruence with changing community and employment market needs and Georgia Board of Technical and Adult Education philosophy and purpose statements.

Evaluation of the philosophy, purpose, goals, and objectives of the Printing/Graphics Technology program assesses congruence with the requirements of the designated accrediting agency(ies).

Evaluation processes are designed to consider state evaluation processes and requirements and to verify that the philosophy, purpose, goals, and objectives of the Printing/Graphics Technology program are being fulfilled.

Evaluation of the philosophy, purpose, goals, and objectives of the Printing/Graphics Technology program results in revision, as needed.

PRINTING/GRAPHICS TECHNOLOGY

ADMISSIONS
(Admission Requirements)

Standard Statement

Statewide admission requirements are implemented for the Printing/Graphics Technology program.

Explanatory Comment

Admission refers to regular admission into a diploma granting program.

Statewide program admission requirements consider state and national occupational licensing and certifying requirements, where applicable.

The institution develops and implements clearly stated diploma program admissions policies and procedures.

Evaluative Criteria

The requirements for admission to the Printing/Graphics Technology program are:
a) attainment of 16 or more years of age;
b) documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements;
c) achievement of the 8th grade level in reading and English, and 8th grade level in math as shown on a statistically validated test; and
d) completion of application and related procedures.

Admission of transfer students to the Printing/Graphics Technology program is contingent upon their meeting the following requirements:
a) regular admission and good standing at a regionally accredited diploma or degree granting institution; and
b) proper completion of application and related procedures.

PRINTING/GRAPHICS TECHNOLOGY

ADMISSIONS
(Provisional Admission Requirements)

Standard Statement

Statewide provisional admission requirements are implemented for the Printing/Graphics Technology program.

Explanatory Comment

Provisional admission is granted to qualified students who do not meet the regular admission requirements of the program.

Provisionally admitted students are allowed to take developmental studies courses and/or certain occupational courses as designated in the course sequence standard.

The institution develops and implements clearly stated policies and procedures for entry into diploma programs on a provisional basis.

Evaluative Criteria

Provisional admission to the Printing/Graphics Technology program is afforded those students who do not meet program admission requirements but who meet provisional admission requirements.

The requirements for provisional admission to the Printing/Graphics Technology program are:

a) attainment of 16 or more years of age;
b) achievement of the 7th grade level in reading and English, and 7th grade level in math as shown on a statistically validated test or recommendation by program faculty and designated admissions personnel on the basis of interview and assessment of student potential; and
c) completion of application and related procedures.

All Printing/Graphics Technology program students initially admitted on a provisional basis meet regular admission requirements prior to graduation.

Provisionally admitted students whose English, math, and/or reading achievement levels do not meet regular program admission requirements are required to enroll in developmental studies courses approved by the Georgia Board of Technical and Adult Education.

PRINTING/GRAPHICS TECHNOLOGY

ADMISSIONS
(Recruitment)

Standard Statement

The Printing/Graphics Technology program recruitment materials and practices are in the best interests of the students, institution, community, and employment market.

Explanatory Comment

The recruitment effort makes potential students aware of the services provided by the Printing/Graphics Technology program and the institution.

The recruitment effort seeks to serve the economic development of the community by affording opportunities to prospective students.

The institution develops and implements a systematic, overall recruitment effort designed to assist students in meeting their occupational needs.

Evaluative Criteria

The recruitment effort assists in maintaining and/or increasing the Printing/Graphics Technology program and institution enrollments.

The recruitment effort of the Printing/Graphics Technology program includes participation in or assistance with:

a) development and dissemination of informational materials;
b) recruitment activities with other programs within the institution;
c) communication with potential students through contact with employers, secondary schools, organizations, the program advisory committee, and others;
d) promotion of Printing/Graphics Technology program awareness among individuals and groups; and
e) consideration of the industrial and business needs of the community and employment market.

All recruitment materials and practices are ethical, equitable, and accurate in the depiction of the institution, the Printing/Graphics Technology program, and the potential benefits of program completion.

PRINTING/GRAPHICS TECHNOLOGY

A written description of the admission requirements and procedures, tuition fees, and other costs of the Printing/Graphics Technology program is made available to potential students.

PRINTING/GRAPHICS TECHNOLOGY

ADMISSIONS
(Evaluation and Planning)

Standard Statement

An evaluation of the admission requirements of the Printing/Graphics Technology program is conducted.

Explanatory Comment

The admission requirements of the Printing/Graphics Technology program are compatible with the admissions policies and procedures of the institution.

Evaluative Criteria

Printing/Graphics Technology program admission requirements are evaluated annually to assure compliance with Georgia Board of Technical and Adult Education policies and standards and designated accrediting agency requirements.

The administration, with input from the program faculty and advisory committee, conducts an annual evaluation of Printing/Graphics Technology program admission requirements to assess their adequacy in meeting the needs of the students, community, and employment market.

The evaluation results are used to modify the admissions procedures of the institution and to suggest Printing/Graphics Technology program admission changes to the Georgia Board of Technical and Adult Education, as needed.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Curriculum Design)

Standard Statement

The curriculum of the Printing/Graphics Technology program includes four categories of instruction: general core courses, fundamental occupational/technical courses, specific occupational/technical courses, and elective courses.

Explanatory Comment

General core courses and fundamental occupational/technical courses provide the academic and occupational/technical background that supports the specific occupational/technical and elective courses.

Evaluative Criteria

The Printing/Graphics Technology program requires student completion of general core courses such as math, language skills, and other courses required by the Georgia Board of Technical and Adult Education.

The Printing/Graphics Technology program requires student completion of fundamental occupational/technical courses in introductory concepts, principles, and technologies that provide the foundations for the given occupation and related fields.

The Printing/Graphics Technology program requires student completion of specific occupational/technical courses that build on the foundations provided in the fundamental occupational/technical courses.

Printing/Graphics Technology program students are offered the opportunity to take state-approved elective courses in order to develop their individual interests.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Program Numbering System)

Standard Statement

A Classification of Instructional Programs (CIP) code is applied to the Printing/Graphics Technology program.

Explanatory Comment

Assignment of a statewide CIP code to every diploma/degree program is the basis for consistent program identification.

Specialization options within the Printing/Graphics Technology program are assigned a (SPC) CIP code specialization number for evaluation, planning, and reporting purposes.

Evaluative Criteria

The Printing/Graphics Technology program is assigned a (PGM) CIP code of (PGM) 48.0201 and is consistent with all other programs throughout the state which have the same CIP code.

The Printing/Graphics Technology program specializations are assigned the following (SPC) CIP code specialization numbers: art and copy preparation, (SPC) 48.0205; prepress/image assembly, (SPC) 48.0206; and lithographic press operations, (SPC) 48.0208.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Program Consistency)

Standard Statement

The Printing/Graphics Technology program utilizes essential course components consistent with statewide program requirements.

Explanatory Comment

Programs assigned an identical (PGM) CIP code are consistent statewide.

Evaluative Criteria

The Printing/Graphics Technology program is assigned a CIP code of (PGM) 48.0201; CIP code specialization numbers of (SPC) 48.0205, (SPC) 48.0206 and (SPC) 48.0208; and utilizes essential components designated for that program number statewide. Program components include but are not limited to:

a) Program Title

Printing/Graphics Technology

b) Program Description

The Printing/Graphics Technology program prepares students for employment in a variety of positions in today's modern printing industry. The Printing/Graphics Technology program provides learning opportunities which introduce, develop, and reinforce knowledge, skills, and attitudes required for getting a job, keeping it, and being promoted. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Printing/Graphics Technology. Graduates of the program receive a Printing/Graphics Technology diploma with a specialization in one of the following areas: art and copy preparation, which prepares you to be a typesetter or paste-up artist; prepress/image assembly, which enables you to be a film assembler or camera operator; or lithographic press operations, which prepares you to operate a lithographic press.

PRINTING/GRAPHICS TECHNOLOGY

c) Essential Courses			Credits
1)	Essential General Core Courses		13
ENG	101	English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations and Professional Development	3
2)	Essential Fundamental Technical Courses		13
CIS	102	Introduction to Computers	5
PGT	101	Introduction to the Printing Industry	8
3)	Essential Specific Technical Courses		
	(Completion of one specialization is required.)		
	Art and Copy Preparation		56
BUS	101	Keyboarding/Typewriting	5
PGT	102	Art and Copy Preparation	8
PGT	103	Introduction to Type Composition	7
PGT	104	Desktop Publishing for Graphic Technology	3
PGT	105	Advanced Type Composition	4
PGT	106	Art and Copy Preparation Practicum/ Internship	11
PGT	107	Art and Copy Preparation Internship	10
XXX	XXX	Occupational or Occupationally Related Electives	8
	OR		
	Prepress/Image Assembly		56
PGT	109	Reproduction Photography	5
PGT	110	Image Assembly	2
PGT	111	Image Assembly/Platemaking	4

PRINTING/GRAPHICS TECHNOLOGY

PGT	112	Halftone Reproduction Photography I	2
PGT	113	Halftone Reproduction Photography II	4
PGT	114	Basic Multicolor Assembly	5
PGT	115	Film Composition Production Techniques I	4
PGT	116	Film Composition Production Techniques II	4
PGT	117	Process Color Assembly Techniques	4
PGT	118	Process Color Production Techniques	4
PGT	119	Prepress Technology Practicum/Internship	9
XXX	XXX	Occupational or Occupationally Related Electives	9

OR

Lithographic Press Operations			56
PGT	120	Duplicator Operations I	4
PGT	121	Duplicator Operations II	3
PGT	122	Advanced Duplicator Operations I	3
PGT	123	Advanced Duplicator Operations II	4
PGT	124	Large Single Color Sheet Press Operations I	3
PGT	125	Large Single Color Sheet Press Operations II	6
PGT	126	Large Single Color Sheet Press Operations III	5
PGT	127	Large Single Color Sheet Press Operations IV	5
PGT	128	Press Operations Practicum/Internship I	6
PGT	129	Press Operations Internship II	6
XXX	XXX	Occupational or Occupationally Related Electives	11

d) Program Final Exit Points

Typesetter/paste-up artist, film assembler/camera operator, or lithographic press operator

e) Credits Required for Graduation

82 minimum quarter hour credits required for graduation

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Exit Points)

Standard Statement

The Printing/Graphics Technology program faculty documents student attainment of identified exit points.

Explanatory Comment

Exit points are the points within the program at which occupational competencies are achieved to qualify students for an entry level position in their field.

Evaluative Criteria

The faculty of the Printing/Graphics Technology program monitors, evaluates, and records student progress towards achieving exit point competency levels.

The final Printing/Graphics Technology program exit points, documented by a diploma, are typesetter/paste-up artist, film assembler/camera operator, and lithographic press operator.

The institution documents completion of Printing/Graphics Technology program exit points with a transcript.

Graduation from the Printing/Graphics Technology program is dependent upon meeting the requirements of the Georgia Board of Technical and Adult Education.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Credentials)

Standard Statement

The achievement of Printing/Graphics Technology program graduates and leavers is documented by the institution.

Explanatory Comment

A program graduate is a student who successfully fulfills all program requirements. A program leaver is a student who exits from the program prior to completion of all program requirements.

Course description documents are based on the course title, the essential course description, the essential competency areas taught, and the number of credits awarded as detailed in the program-specific standards and the listing of state-approved electives.

Evaluative Criteria

The institution grants each Printing/Graphics Technology program graduate a diploma certifying satisfaction of program and specialization requirements.

Upon request, each Printing/Graphics Technology program graduate is provided a transcript and course description document detailing courses taken, grades, credits earned, credential awarded, and specialization completed.

Upon request, each Printing/Graphics Technology program leaver who has completed one or more courses is provided a transcript and course description document detailing courses taken, grades, and credits earned.

Upon request, each Printing/Graphics Technology program leaver who has not completed an entire course is provided a transcript and course description document detailing the course entered and withdrawal.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Course Code)

Standard Statement

A statewide course identification code is applied to each Printing/Graphics Technology course.

Explanatory Comment

An alphanumeric identification code is assigned to each course.

All Georgia Board of Technical and Adult Education approved courses are included in the course identification coding system.

Evaluative Criteria

Each course is assigned an alphanumeric descriptor that serves as the statewide course identification code.

The following list contains the Georgia Board of Technical and Adult Education designated course titles and course identification codes of the Printing/Graphics Technology program.

BUS	101	Keyboarding/Typewriting
CIS	102	Introduction to Computers
ENG	101	English
MAT	101	General Mathematics
PGT	101	Introduction to the Printing Industry
PGT	102	Art and Copy Preparation
PGT	103	Introduction to Type Composition
PGT	104	Desktop Publishing for Graphic Technology
PGT	105	Advanced Type Composition
PGT	106	Art and Copy Preparation Practicum/Internship
PGT	107	Art and Copy Preparation Internship
PGT	109	Reproduction Photography
PGT	110	Image Assembly
PGT	111	Image Assembly/Platemaking

PRINTING/GRAPHICS TECHNOLOGY

PGT	112	Halftone Reproduction Photography I
PGT	113	Halftone Reproduction Photography II
PGT	114	Basic Multicolor Assembly
PGT	115	Film Composition Production Techniques I
PGT	116	Film Composition Production Techniques II
PGT	117	Process Color Assembly Techniques
PGT	118	Process Color Production Techniques
PGT	119	Prepress Technology Practicum/Internship
PGT	120	Duplicator Operations I
PGT	121	Duplicator Operations II
PGT	122	Advanced Duplicator Operations I
PGT	123	Advanced Duplicator Operations II
PGT	124	Large Single Color Sheet Press Operations I
PGT	125	Large Single Color Sheet Press Operations II
PGT	126	Large Single Color Sheet Press Operations III
PGT	127	Large Single Color Sheet Press Operations IV
PGT	128	Press Operations Practicum/Internship I
PGT	129	Press Operations Internship II
PSY	100	Interpersonal Relations and Professional Development

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Course Consistency)

Standard Statement

Courses assigned a given course identification code are consistent.

Explanatory Comment

Courses assigned the same course identification code are consistent throughout the state.

One quarter equals a minimum of 50 instructional days. One contact hour equals a minimum of 50 minutes of instruction.

One (1) quarter hour credit is defined as follows:

a) class - One contact hour of class per week for the duration of a quarter equals one quarter hour credit; class is defined as instruction which emphasizes group or individualized classroom learning.

b) demonstration laboratory (D.Lab) - Two contact hours of demonstration laboratory per week for the duration of a quarter equals one quarter hour credit; demonstration laboratory is defined as instruction which emphasizes teacher assisted learning activities.

c) practical performance laboratory (P.Lab) - Three contact hours of practical performance laboratory per week for the duration of a quarter equals one quarter hour credit; practical performance laboratory is defined as instruction which emphasizes structured activities requiring the application and practice of occupational competencies.

d) occupation-based instruction (O.B.I.) - Three contact hours of occupation-based instruction per week for the duration of a quarter equals one quarter hour credit; occupation-based instruction is defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies.

PRINTING/GRAPHICS TECHNOLOGY

Evaluative Criteria

Each course assigned a given course identification code utilizes certain components identical to those designated for that course identification code statewide.

Components designated for each course identification code include:
a) course title;
b) essential course description;
c) essential competency areas taught; and
d) number of quarter hour credits awarded for course completion.

PRINTING/GRAPHICS TECHNOLOGY

Courses in the Printing/Graphics Technology program include:

BUS 101 - KEYBOARDING/TYPEWRITING

Introduces the touch system of typewriting placing emphasis on correct techniques, mastery of the keyboard, and simple business correspondence. Students attain a minimum typing speed of 25 words per minute with a maximum of three errors on a three minute timed typewriting test. Topics include: alphabetic and numeric symbols, simple formatting, keyboarding speed and accuracy, care of equipment, and proofreading. Laboratory practice parallels class instruction.

Competency Areas	Hours
- Symbols	Class/Week - 1
- Formatting Correspondence	D.Lab/Week - 9
- Keyboarding Skills	Credit - 5
- Equipment Care	
- Proofreading	

Prerequisite: Provisional admission

PRINTING/GRAPHICS TECHNOLOGY

CIS 102 - INTRODUCTION TO COMPUTERS

Provides an overview of computers and information processing. Topics include: historical perspective, terminology, data representation, computer number systems, processing capabilities, hardware, software, communications, program development, systems development, and software applications.

Competency Areas	Hours
- Computer Terminology - Data Representation - Data Storage Concepts - Fundamentals of Information Processing - Fundamentals of Hardware Operation - Fundamentals of Communications and Networking - Structured Programming Concepts - Program Development Methodology - Computer Number System - Software Applications	Class/Week - 3 D.Lab/Week - 4 Credit - 5

Prerequisite: Provisional admission

PRINTING/GRAPHICS TECHNOLOGY

ENG 101 - ENGLISH

Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing techniques used in selected readings, writing practice, editing and proofreading, research skills, and oral presentation skills. Homework assignments reinforce classroom learning.

Competency Areas	Hours
- Analysis of Writing Techniques Used in Selected Readings - Writing Practice - Editing and Proofreading - Research Skills - Oral Presentation Skills	Class/Week - 5 Lab/Week - 0 Credit - 5

Prerequisite: Program admission level English and reading competency

MAT 101 - GENERAL MATHEMATICS

Emphasizes mathematical skills that can be applied to the solution of occupational/technical problems. Topics include: properties of numbers, fractions, decimals, percents, ratio/proportion, measurements and conversions, exponents, and geometric and technical formulas. Class includes lectures, applications, and homework to reinforce learning.

Competency Areas	Hours
- Properties of Numbers - Fractions - Decimals - Percents - Ratio/Proportion - Measurement/Conversions - Exponents and Radicals - Geometric and Technical Formulas	Class/Week - 5 Lab/Week - 0 Credit - 5

Prerequisite: Program admission level math competency

PRINTING/GRAPHICS TECHNOLOGY

PGT 101 - INTRODUCTION TO THE PRINTING INDUSTRY

Introduces all major phases of the graphic arts industry and those basic and necessary skills specific to graphic arts activities in subsequent specialized courses. Topics include: industry overview, paste-up/layout composition, reproduction photography, image assembly, offset duplicator, bindery, measurement, safety and first aid, printers math, and job application skills.

Competency Areas	Hours
- Industry Overview	Class/Week - 6
- Paste-up/Layout	D.Lab/Week - 4
- Composition	Credit - 8
- Reproduction Photography	
- Image Assembly	
- Offset Duplicator	
- Bindery	
- Measurement	
- Safety and First Aid	
- Printers Math	
- Job Application Skills	

Prerequisite: Provisional admission

PGT 102 - ART AND COPY PREPARATION

Provides instruction in the first four major steps in Printing/Graphics Technology. This course emphasizes development of knowledge and skills necessary for understanding the importance of proficiency and proper planning to accomplish a successful printing project. Topics include: conventional and computerized methods of design, typesetting, mechanical art, and process photography.

Competency Areas	Hours
- Art and Copy Principles	Class/Week - 6
- Design Methods	D.Lab/Week - 4
- Typesetting	Credit - 8
- Mechanical Art	
- Process Photography	

Prerequisite: PGT 101

PRINTING/GRAPHICS TECHNOLOGY

PGT 103 - INTRODUCTION TO TYPE COMPOSITION

Introduces type composition and equipment used to produce quality characters and symbols in preparation for the printed page. This course emphasizes modern forms of composition systems and requires both keyboarding and computer literacy. Topics include: principles, equipment and material identification, composition and proofreading, operations, organization and maintenance procedures, troubleshooting and desktop publishing basics.

Competency Areas	Hours
- Principles Introduction	Class/Week - 5
- Plan and Organize Work Methods	D.Lab/Week - 5
- Equipment and Materials Identification	Credit - 7
- Composition and Proofreading Operations	
- Safety and Maintenance Procedures	
- Troubleshooting	
- Desktop Publishing Basics	

Prerequisites: BUS 101, CIS 102, PGT 101

PGT 104 - DESKTOP PUBLISHING FOR GRAPHIC TECHNOLOGY

Provides instruction on composition processes and procedures beyond the basic level. Emphasizes production of camera ready copy using desktop publishing systems. Combines various forms of composition software. Topics include: computers, software, and peripherals identification; generation and manipulation of computer images; and safety and maintenance procedures.

Competency Areas	Hours
- Computers, Software, and Peripherals Identification	Class/Week - 2
- Generation and Manipulation of Computer Images	D.Lab/Week - 3
- Safety and Maintenance Procedures	Credit - 3

Prerequisites: BUS 101, CIS 102, PGT 101

PRINTING/GRAPHICS TECHNOLOGY

PGT 105 - ADVANCED TYPE COMPOSITION

Provides instruction in composition processes and procedures at an advanced level. Topics include: advanced composition processes and procedures introduction, plan and organize work methods, and safety and maintenance procedures.

Competency Areas	Hours
- Advanced Composition Processes and Procedures Introduction	Class/Week - 3 D.Lab/Week - 2
- Plan and Organize Work Methods	P.Lab/Week - 2
- Safety and Maintenance Procedures	Credit - 4

Prerequisite/Corequisite: PGT 104

PGT 106 - ART AND COPY PREPARATION PRACTICUM/ INTERNSHIP

Provides students with either a body of work to be done in the classroom to industry standards or placement in a local graphic arts facility to work on a prescribed grouping of competencies. Topics include one or more of the following: design work, typesetting, mechanical art, process photography, composition operations, and organization and maintenance procedures.

Competency Areas	Hours
- Design Work	Class/Week - 1
- Typesetting	O.B.I./Week - 30
- Mechanical Art	Credit - 11
- Process Photography	
- Composition Operations	
- Organization and Maintenance	

Prerequisites: All Art and Copy Preparation courses except PGT 107, Program admission

PRINTING/GRAPHICS TECHNOLOGY

PGT 107 - ART AND COPY PREPARATION INTERNSHIP

Provides an approved industry setting for skill development and improvement. Emphasis is placed on obtaining experience in all phases of art and copy preparation. Topics include one or more of the following: design work, typesetting, mechanical art, process photography, composition operations, organization and maintenance procedures, and desktop publishing operations.

Competency Areas	Hours
- Design Work	Class/Week - 0
- Typesetting	O.B.I./Week - 30
- Mechanical Art	Credit - 10
- Process Photography	
- Composition Operations	
- Organization and Maintenance	
- Desktop Publishing Operations	

Prerequisites: All other courses within the Art and Copy Preparation specialization, Program admission

PGT 109 - REPRODUCTION PHOTOGRAPHY

Introduces concepts, equipment, materials, and procedures used in reproduction photography. Emphasizes fundamental procedures and accuracy in basic contacting and line photography. Topics include: terminology and safety, equipment and materials handling, line photography basics, introduction to halftone theory, and darkroom contacting basics.

Competency Areas	Hours
- Terminology and Safety	Class/Week - 2
- Equipment and Materials Handling	D.Lab/Week - 2
- Line Photography Basics	P.Lab/Week - 6
- Introduction to Halftone Theory	Credit - 5
- Darkroom Contacting Basics	

Prerequisite: PGT 101
Corequisite: PGT 111

PRINTING/GRAPHICS TECHNOLOGY

PGT 110 - IMAGE ASSEMBLY

Introduces concepts, equipment, materials, and procedures used in basic image assembly and platemaking techniques. Emphasizes fundamental procedures and accuracy for single color work and simple multicolor work. Topics include: terminology and safety, equipment and tool identification, basic film assembly techniques, basic multicolor and complimentary flat assembly techniques, basic contacting techniques, and basic pin register systems.

Competency Areas	Hours
- Terminology and Safety	Class/Week - 1
- Equipment and Tool Identification	D.Lab/Week - 2
- Basic Film Assembly Techniques	P.Lab/Week - 2
- Basic Multicolor and Complimentary Flat Assembly Techniques	Credit - 2
- Basic Contacting Techniques	
- Basic Pin Register Systems	

Prerequisite: PGT 101
Corequisite: PGT 109

PGT 111 - IMAGE ASSEMBLY/PLATEMAKING

Provides instruction in concepts, equipment, materials, and procedures in image assembly and platemaking techniques. Emphasizes procedures and accuracy in the production of single color work and simple multicolor work. Topics include: terminology and safety, equipment and tool identification, film assembly techniques, multicolor and complimentary flat assembly techniques, contacting techniques, pin register systems, and platemaking.

Competency Areas	Hours
- Terminology and Safety	Class/Week - 1
- Equipment and Tool Identification	D.Lab/Week - 2
- Film Assembly Techniques	P.Lab/Week - 7
- Multicolor and Complimentary Flat Assembly Techniques	Credit - 4
- Contacting Techniques	
- Pin Register Systems	
- Platemaking	

Prerequisite/Corequisite: PGT 110

PRINTING/GRAPHICS TECHNOLOGY

PGT 112 - HALFTONE REPRODUCTION PHOTOGRAPHY I

Provides instruction in the theory, equipment, materials, and techniques used to produce halftones for printing. Emphasis will be placed on production of high quality reproducible images. Topics include: halftone theory and terminology, equipment and materials identification, safety and maintenance considerations, and basic halftone production.

Competency Areas	Hours
- Halftone Theory and Terminology	Class/Week - 1
- Equipment and Material Identification	D.Lab/Week - 2
- Safety and Maintenance Considerations	P.Lab/Week - 2
- Basic Halftone Production	Credit - 2

Prerequisites: PGT 109, PGT 110, PGT 111
Corequisite: PGT 113

PGT 113 - HALFTONE REPRODUCTION PHOTOGRAPHY II

Provides instruction in the techniques used to produce halftones for printing. Emphasis will be placed on production of high quality reproducible images. Topics include: halftone production, halftone evaluation and correction, and safety and maintenance considerations.

Competency Areas	Hours
- Halftone Production	Class/Week - 1
- Halftone Evaluation and Correction	D.Lab/Week - 2
- Safety and Maintenance Considerations	P.Lab/Week - 7
	Credit - 4

Prerequisite/Corequisite: PGT 112

PRINTING/GRAPHICS TECHNOLOGY

PGT 114 - BASIC MULTICOLOR ASSEMBLY

Provides instruction and skill development in the areas of equipment maintenance, tool handling, job planning, and flat color stripping techniques. Emphasizes developing standards and repeatable techniques for producing quality work. Topics include: terminology and safety, proofing and platemaking techniques, and multicolor flat and process color production.

Competency Areas	Hours
- Terminology and Safety	Class/Week - 2
- Proofing and Platemaking Techniques	D.Lab/Week - 2
- Multicolor Flat and Process Color Production	P.Lab/Week - 6
	Credit - 5

Corequisites: PGT 112, PGT 113

PGT 115 - FILM COMPOSITION PRODUCTION TECHNIQUES I

Introduces advanced image assembly and composition techniques used in a production environment. Emphasizes quality control through applied techniques with a number of simulated production exercises. Topics include: terminology and safety, equipment and materials handling, exposure calibration, spreads and undercuts/traps, quality control devices, flat color techniques, basic process color, applied production methods, and film composition techniques.

Competency Areas	Hours
- Terminology and Safety	Class/Week - 1
- Equipment and Materials Handling	D.Lab/Week - 2
- Exposure Calibration	P.Lab/Week - 7
- Spreads and Undercuts/Traps	Credit - 4
- Quality Control Devices	
- Flat Color Techniques	
- Basic Process Color	
- Applied Production Methods	
- Film Composition Techniques	

Prerequisites: PGT 112, PGT 113, PGT 114

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PGT 116 - FILM COMPOSITION PRODUCTION TECHNIQUES II

Provides instruction in advanced image assembly and composition techniques used in a production environment. Quality control devices, flat color, and contacting methods are covered in depth. Emphasizes quality control through applied techniques with a number of simulated production exercises. Topics include: quality control devices, flat color techniques, basic process color, and applied production methods.

Competency Areas	Hours
- Quality Control Devices	Class/Week - 1
- Flat Color Techniques	D.Lab/Week - 2
- Basic Process Color	P.Lab/Week - 7
- Applied Production Methods	Credit - 4

Prerequisite/Corequisite: PGT 115

PGT 117 - PROCESS COLOR ASSEMBLY TECHNIQUES

In this course current production methods are presented and practiced. Skill development is enhanced with the heavy use of simulated production exercises. Topics include: four-color process stripping, large format imposition, and press assembly.

Competency Areas	Hours
- Four-color Process Stripping	Class/Week - 1
- Large Format Imposition	D.Lab/Week - 2
- Press Assembly	P.Lab/Week - 7
	Credit - 4

Prerequisites: PGT 115, PGT 116

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PGT 118 - PROCESS COLOR PRODUCTION TECHNIQUES

Provides for the presentation and application of current production methods. Skills are developed through the use of simulated production exercises. Topics include: dry dot etching, color proofing and evaluation, correction techniques, and complex page assembly.

Competency Areas	Hours
- Dry Dot Etching	Class/Week - 1
- Color Proofing and Evaluation	D.Lab/Week - 2
- Correction Techniques	P.Lab/Week - 7
- Complex Page Assembly	Credit - 4

Prerequisite/Corequisite: PGT 117

PGT 119 - PREPRESS TECHNOLOGY PRACTICUM/INTERNSHIP

Provides an approved industry setting or structured in-school program for skill development and enhancement. Emphasis is placed on building applied production skills in one or more of the prepress areas. This course is structured to provide a smooth entry into the printing industry after course completion. Topics include: image assembly, platemaking, film composition, color stripping, and proofing.

Competency Areas	Hours
- Image Assembly	Class/Week - 1
- Platemaking	O.B.I./Week - 24
- Film Composition	Credit - 9
- Color Stripping	
- Proofing	

Prerequisites: PGT 115, Program admission

PRINTING/GRAPHICS TECHNOLOGY

PGT 120 - DUPLICATOR OPERATIONS I

Introduces the basic equipment systems and materials for duplicator press operations. Emphasis is placed on platemaking and make ready procedures. Topics include: duplicator platemaking, fundamental paper technology, ink technology, safety, and make ready.

Competency Areas	Hours
- Duplicator Platemaking	Class/Week - 2
- Fundamental Paper Technology for Duplicator Operations	D.Lab/Week - 3
- Ink Technology for Duplicator Operations	P.Lab/Week - 4
- Make Ready	Credit - 4
- Safety	

Prerequisite: PGT 101

PGT 121 - DUPLICATOR OPERATIONS II

Provides instruction in techniques for duplicator press utilization. Emphasis is placed on machine control and problem solving activities. Topics include: single color printing operations, fountain chemistry pH, cleaning and maintenance, safety, planning and scheduling, and recordkeeping.

Competency Areas	Hours
- Single Color Printing Operations	Class/Week - 1
- Fountain Chemistry pH	D.Lab/Week - 2
- Cleaning and Maintenance	P.Lab/Week - 3
- Safety	Credit - 3
- Planning and Scheduling	
- Recordkeeping	

Prerequisite: PGT 101
Prerequisite/Corequisite: PGT 120

PRINTING/GRAPHICS TECHNOLOGY

PGT 122 - ADVANCED DUPLICATOR OPERATIONS I

Introduces the equipment and materials for advanced duplicator press operations. Topics include: specialty inks, duplicator attachments for specialty printing, various controls and aids for register printing, and safety.

Competency Areas	Hours
- Specialty Inks	Class/Week - 2
- Duplicator Attachments for Specialty Printing	D. Lab/Week - 3
- Controls and Aids for Register Printing	Credit - 3
- Safety for Advanced Duplicator	

Prerequisites: PGT 120, PGT 121

PGT 123 - ADVANCED DUPLICATOR OPERATIONS II

Provides instruction for equipment and techniques used in advanced duplicator press operations. Emphasis is placed on machine control and problem solving activities. Topics include: advanced printing on various substrates, multicolor printing and quality control techniques, cleaning and maintenance for multicolor, planning and scheduling, process printing, and safety.

Competency Areas	Hours
- Advanced Printing on Various Substrates	Class/Week - 1
- Multicolor Printing and Quality Control Techniques	P.Lab/Week - 9
- Cleaning and Maintenance for Multicolor	Credit - 4
- Planning and Scheduling	
- Process Printing	
- Safety for Advanced Duplicating	

Prerequisites: PGT 120, PGT 121
Prerequisite/Corequisite: PGT 122

PRINTING/GRAPHICS TECHNOLOGY

PGT 124 - LARGE SINGLE COLOR SHEET PRESS OPERATIONS I

Introduces the preparation materials necessary for large single color press operations. Topics include: plate making consideration for large press printing, paper technology, ink technology, fountain chemistry and pH for large press, and safety in large press operations.

Competency Areas	Hours
- Plate Making for Large Press Printing	Class/Week - 2
- Paper Technology for Large Press Operations	D.Lab/Week - 2
- Ink Technology for Large Press Operations	P.Lab/Week - 1
- Fountain Chemistry and pH for Large Press	Credit - 3
- Safety	

Prerequisite: PGT 121

PGT 125 - LARGE SINGLE COLOR SHEET PRESS OPERATIONS II

Introduces and provides instruction in the equipment, preparation, and set up procedures for large single color press operations. Emphasis is placed on preparation and planning activities associated with large press operations. Topics include: planning and scheduling, single color printing, positioning and registration, make ready and set up, press adjustments, cleaning and maintenance, safety in press operations, and quality control.

Competency Areas	Hours
- Planning and Scheduling	Class/Week - 3
- Single Color Printing	D.Lab/Week - 6
- Positioning and Registration	P.Lab/Week - 1
- Make Ready and Set Up	Credit - 6
- Press Adjustments	
- Cleaning and Maintenance	
- Safety in Press Operations	
- Quality Control	

Prerequisites: PGT 122, PGT 123
Prerequisite/Corequisite: PGT 124

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PGT 126 - LARGE SINGLE COLOR SHEET PRESS OPERATIONS III

Provides instruction in make ready, printing, and maintenance operations of the large single color press. Emphasis is placed on machine control and problem solving activities. Topics include: large press make ready, spot color printing, production techniques, cleaning and maintenance, solids and screens, and safety.

Competency Areas	Hours
- Large Press Make Ready	Class/Week - 1
- Spot Color Printing	D.Lab/Week - 9
- Production Techniques	Credit - 5
- Cleaning and Maintenance	
- Solids and Screens	
- Safety	

Prerequisites: PGT 124, PGT 125

PGT 127 - LARGE SINGLE COLOR SHEET PRESS OPERATIONS IV

Provides instruction in make ready, printing, and maintenance operations of the large single color press. Emphasis is placed on machine control and production activities. Topics include: large press make ready, process color printing, cleaning and maintenance, troubleshooting, solids and screens, and safety.

Competency Areas	Hours
- Large Press Make Ready	Class/Week - 1
- Troubleshooting	D.Lab/Week - 9
- Process Color Printing	Credit - 5
- Cleaning and Maintenance	
- Solids and Screens	
- Safety	

Prerequisites: PGT 124, PGT 125

PRINTING/GRAPHICS TECHNOLOGY

PGT 128 - PRESS OPERATIONS PRACTICUM/INTERNSHIP I

Provides an approved industry setting or industry simulated setting where skills as a press operator can be developed. Emphasizes assimilation of industry standards of performance and quality. Topics include one or more of the following: duplicator operations, advanced duplicator operations, and large sheet press operations.

Competency Areas	Hours
- Duplicator Operations	Class/Week - 0
- Advanced Duplicator Operations	O.B.I./Week - 20
- Large Sheet Press Operations	Credit - 6

Prerequisites: PGT 120, Program admission

PGT 129 - PRESS OPERATIONS INTERNSHIP II

Provides an approved industry setting where the students develop and sharpen skills as a press operator. Emphasis is placed on production standards achievement and quality control. Topics include one or more of the following: duplicator operations, advanced duplicator operations, and large sheet press operations.

Competency Areas	Hours
- Duplicator Operations	Class/Week - 0
- Advanced Duplicator Operations	O.B.I./Week - 20
- Large Sheet Press Operations	Credit - 6

Prerequisites: PGT 121, Program admission

PRINTING/GRAPHICS TECHNOLOGY

PSY 100 - INTERPERSONAL RELATIONS AND PROFESSIONAL DEVELOPMENT

Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: personal skills required for an understanding of self and others; projecting a professional image; job acquisition skills such as conducting a job search, interviewing techniques, job application and resume preparation; desirable job performance skills; and desirable attitudes necessary for job retention and advancement.

Competency Areas	Hours
- Human Relations Skills	Class/Week - 3
- Job Acquisition Skills	Lab/Week - 0
- Job Retention Skills	Credit - 3
- Job Advancement Skills	
- Professional Image Skills	

Prerequisite: Provisional admission

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Course Sequence)

Standard Statement

The Printing/Graphics Technology program requires students to progress through the four instructional course categories in a developmentally valid sequence.

Explanatory Comment

The four instructional course categories are: general core courses, fundamental occupational/technical courses, specific occupational/technical courses, and elective courses.

A developmentally valid instructional sequence is one in which the student acquires prerequisite knowledge and skills before progressing to more advanced studies.

Evaluative Criteria

The Printing/Graphics Technology program requires students to complete prerequisite courses prior to enrolling in subsequent courses.

Provisions are made for Printing/Graphics Technology program students to exempt courses in which they are competent.

The Printing/Graphics Technology program complies with the required provisional admission, program admission, and/or program admission level competency prerequisites listed below.

The Printing/Graphics Technology program reflects the suggested course prerequisites and/or corequisites listed below.

(In the list below prerequisites are indicated by [P],
corerequistes are indicated by [C], and
prerequisite/corequisites are indicated by [P/C].)

Courses		Sequence
BUS 101	Keyboarding/Typewriting	[P] Provisional admission
CIS 102	Introduction to Computers	[P] Provisional admission

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ENG 101	English	[P] Program admission level English and reading competency
MAT 101	General Mathematics	[P] Program admission level math competency
PGT 101	Introduction to the Printing Industry	[P] Provisional admission
PGT 102	Art and Copy Preparation	[P] PGT 101
PGT 103	Introduction to Type Composition	[P] BUS 101, CIS 102, PGT 101
PGT 104	Desktop Publishing for Graphic Technology	[P] BUS 101, CIS 102, PGT 101
PGT 105	Advanced Type Composition	[P/C] PGT 104
PGT 106	Art and Copy Preparation Practicum/ Internship	[P] All other Art and Copy Preparation courses except PGT 107, Program admission
PGT 107	Art and Copy Preparation Internship	[P] All other courses in Art and Copy Preparation, Program admission
PGT 109	Reproduction Photography	[P] PGT 101 [C] PGT 111
PGT 110	Image Assembly	[P] PGT 101 [C] PGT 109
PGT 111	Image Assembly/Platemaking	[P/C] PGT 110
PGT 112	Halftone Reproduction Photography I	[P] PGT 109, PGT 110, PGT 111 [C] PGT 113
PGT 113	Halftone Reproduction Photography II	[P/C] PGT 112
PGT 114	Basic Multicolor Assembly	[C] PGT 112, PGT 113
PGT 115	Film Composition Production Techniques I	[P] PGT 112, PGT 113, PGT 114
PGT 116	Film Composition Production Techniques II	[P/C] PGT 115
PGT 117	Process Color Assembly Techniques	[P] PGT 115, PGT 116
PGT 118	Process Color Production Techniques	[P/C] PGT 117
PGT 119	Prepress Technology Practicum/ Internship	[P] PGT 115, Program admission
PGT 120	Duplicator Operations I	[P] PGT 101
PGT 121	Duplicator Operations II	[P] PGT 101 [P/C] PGT 120
PGT 122	Advanced Duplicator Operations I	[P] PGT 120, PGT 121

PRINTING/GRAPHICS TECHNOLOGY

PGT 123	Advanced Duplicator Operations II	[P] PGT 120, PGT 121 [P/C] PGT 122
PGT 124	Large Single Color Sheet Press Operations I	[P] PGT 121
PGT 125	Large Single Color Sheet Press Operations II	[P] PGT 122, PGT 123 [P/C] PGT 124
PGT 126	Large Single Color Sheet Press Operations III	[P] PGT 124, PGT 125
PGT 127	Large Single Color Sheet Press Operations IV	[P] PGT 124, PGT 125
PGT 128	Press Operations Practicum/Internship I	[P] PGT 120, Program admission
PGT 129	Press Operations Internship II	[P] PGT 121, Program admission
PSY 100	Interpersonal Relations and Professional Development	[P] Provisional admission

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Electives)

Standard Statement

Electives are made available for the Printing/Graphics Technology program.

Explanatory Comment

Printing/Graphics Technology program students are provided opportunities to enroll in state-approved elective courses. Elective courses utilize the following components: course title, essential course description, essential competency areas, and number of credits awarded for course completion.

Required courses for a diploma program are available to other diploma programs as elective courses.

Evaluative Criteria

Electives are established utilizing the following process:

a) The administration of the institution, the program faculty, and the program advisory committee cooperate in establishing and utilizing a system to recommend needed and feasible elective courses;
b) The administration of the institution, the program faculty, and the program advisory committee communicate with the statewide program technical committee and appropriate staff of the Georgia Department of Technical and Adult Education concerning the proposed elective(s);
c) The administration of the institution, the program faculty, and the program advisory committee consider revisions and prepare a final elective course proposal;
d) The administration of the institution presents the elective course proposal to the appropriate staff of the Georgia Department of Technical and Adult Education;
e) The staff of the Georgia Department of Technical and Adult Education reviews the proposal using its established criteria for evaluating elective courses.

Electives are made available for the Printing/Graphics Technology program and elective courses are offered as options within the program graduation requirements.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM STRUCTURE
(Course Transferability)

Standard Statement

Printing/Graphics Technology program courses are transferable on the basis of their course identification code.

Explanatory Comment

Courses assigned identical course identification codes include consistent essential competency areas; therefore, resultant credits are guaranteed transferability between programs and institutions under the jurisdiction of the Georgia Board of Technical and Adult Education.

Courses that do not have an assigned course identification code but include similar essential competency areas are selectively transferable.

Evaluative Criteria

Printing/Graphics Technology program courses assigned designated course identification codes are transferable between programs and institutions under the jurisdiction of the Georgia Board of Technical and Adult Education.

Courses taken outside the Georgia Technical and Adult Education system are selectively accepted for transfer on the basis of similarity in competency areas as determined by the Printing/Graphics Technology program faculty and admissions officers.

Only those courses in which a grade of C or better was awarded are transferable.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM EVALUATION AND PLANNING
(Program Evaluation)

Standard Statement

A written evaluation procedure is developed and implemented for the Printing/Graphics Technology program.

Explanatory Comment

Program evaluation procedures vary depending upon the nature of the institution and the program. The administration and program faculty, in association with the program advisory committee, develop and implement program evaluation procedures and data collection techniques that are reasonable and realistic for yearly evaluation purposes.

Printing/Graphics Technology program faculty and administrative personnel work together to determine student enrollment, attrition, graduation, placement, and performance levels.

Evaluative Criteria

A procedure for continuous Printing/Graphics Technology program evaluation is developed and implemented by the administration of the institution, the program faculty, and the program advisory committee. Formal evaluation of the Printing/Graphics Technology program is conducted and documented annually.

The Printing/Graphics Technology program evaluation procedure is used to determine the extent to which program goals and objectives are achieved.

The Printing/Graphics Technology program evaluation results are used to determine the adequacy of the existing program to meet current occupational needs.

The Printing/Graphics Technology program evaluation procedure is used to ascertain the consistency of the philosophy, purpose, goals, and objectives of the program with those of the institution, the Georgia Board of Technical and Adult Education, and the designated accrediting agency(ies).

The Printing/Graphics Technology program evaluation procedure includes review of student program evaluations, enrollment, attrition, graduation, placement, and student performance levels.

PRINTING/GRAPHICS TECHNOLOGY

The Printing/Graphics Technology program evaluation procedure includes consultation with the program advisory committee, frequent communication with employers, analysis of placement and follow-up data, and collection of other information to evaluate and document program relevance.

Printing/Graphics Technology program evaluation results are used to plan program improvements.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM EVALUATION AND PLANNING
(Program Planning)

Standard Statement

A written planning procedure is developed and implemented for the Printing/Graphics Technology program.

Explanatory Comment

The Printing/Graphics Technology program planning procedure allows responsiveness to the changing needs of the community and employment market.

The Printing/Graphics Technology program is evaluated at the institutional level by the students, instructors, program advisory committee, and administration; from this documented data, short-range and long-range program planning is developed.

Evaluative Criteria

A Printing/Graphics Technology program planning procedure is developed and implemented by the administration of the institution and program faculty. Formal planning for the Printing/Graphics Technology program is conducted and documented annually.

The Printing/Graphics Technology program planning procedure utilizes program evaluation results to facilitate provision of program offerings of sufficient quality and scope to meet community and employment market needs.

The Printing/Graphics Technology program planning procedure considers recommendations for program and course continuation, addition, deletion, and/or modification based on needs assessment information and input from the administration of the institution, the program faculty, and the advisory committee.

The Printing/Graphics Technology program planning procedure considers information from appropriate national, state, and local governmental and non-governmental agencies.

The Printing/Graphics Technology program planning procedure considers information such as demographic studies, occupational surveys, current curricula, cost estimates, instructor availability, equipment needs, and projected enrollment figures that include special populations.

PRINTING/GRAPHICS TECHNOLOGY

The Printing/Graphics Technology program planning procedure satisfies the program planning requirements of the designated accrediting agency(ies).

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM EVALUATION AND PLANNING
(Enrollment, Graduation, and Placement Levels)

Standard Statement

An evaluation of the enrollment, graduation, and placement levels of the Printing/Graphics Technology program is conducted.

Explanatory Comment

Acceptable Printing/Graphics Technology program outcomes (enrollment, graduation, and placement levels) are identified in the Evaluation, Planning, and Budgeting (EPB) model.

Evaluative Criteria

Annual evaluation of Printing/Graphics Technology program enrollment, graduation, and placement statistics is conducted and documented by the administration and program faculty.

Printing/Graphics Technology program evaluation findings are compared with acceptable outcome levels designated for state evaluation requirements.

Factors contributing to the outcomes of the Printing/Graphics Technology program are identified and analyzed. Where enrollment, graduation, and/or placement levels are unacceptable, appropriate corrective action is taken.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM EVALUATION AND PLANNING
(Attrition Levels)

Standard Statement

An analysis of the attrition level of the Printing/Graphics Technology program is conducted and used in evaluating and improving the program.

Explanatory Comment

Attrition level is a measure of the number of students who withdraw from a program prior to completion of graduation requirements.

Attrition levels vary from one type of program to another depending on the nature of the program and the student population. The attrition level of the Printing/Graphics Technology program is compared with relevant, available national norms and other data.

Evaluative Criteria

Annual evaluation of the attrition level of the Printing/Graphics Technology program is conducted and documented by the program faculty.

Factors contributing to the attrition level are identified and analyzed, and appropriate corrective action is taken.

PRINTING/GRAPHICS TECHNOLOGY

PROGRAM EVALUATION AND PLANNING
(Student Performance)

Standard Statement

An evaluation of the Printing/Graphics Technology program is conducted based on student achievement levels.

Explanatory Comment

Achievement levels are evaluated on the basis of verified student performance related to academic knowledge, occupational/technical knowledge, and performance skills.

Student achievement levels for the Printing/Graphics Technology program are determined on the basis of student performance data gathered from tests which are locally developed and conducted during each program of study.

Evaluative Criteria

Annual evaluation of Printing/Graphics Technology program student achievement levels is conducted and documented by the administration and program faculty.

Factors contributing to student achievement levels are identified and analyzed. Where achievement is low, corrective action is taken to improve the program.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Course Content)

Standard Statement

The essential content of each Printing/Graphics Technology course is consistent statewide for courses having the same course identification code.

Explanatory Comment

Course content is defined in terms of competency areas taught. The program-specific standards of the Georgia Board of Technical and Adult Education detail the essential competency areas for each course identification code.

Evaluative Criteria

The content of each Printing/Graphics Technology course having a given course identification code includes, but is not limited to, essential competency areas identified for that course identification code.

Competency areas included in the Printing/Graphics Technology course content reflect advances in the subject area and occupational field and respond to student, community, and employment market needs.

The overall content of each Printing/Graphics Technology course is consistent with established program goals and objectives.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Course Objectives)

Standard Statement

Each Printing/Graphics Technology program course is constructed on the basis of course objectives.

Explanatory Comment

Course objectives are desired student performance outcomes stated in measurable performance terms.

The Printing/Graphics Technology program faculty coordinates the planning of course objectives, outlines, and syllabi in an effort to facilitate program efficiency and consistency.

Evaluative Criteria

The objectives of each Printing/Graphics Technology course are derived from established program objectives.

Printing/Graphics Technology course outlines and lesson plans are based on course objectives.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Course Instruction)

Standard Statement

Suitable instructional techniques and resources facilitate the fulfillment of Printing/Graphics Technology course objectives.

Explanatory Comment

A wide variety of instructional techniques and resources are used to direct student learning experiences.

Evaluative Criteria

Course outlines, syllabi, and group or individual lesson preparations serve to organize instruction in each Printing/Graphics Technology classroom and laboratory.

Instructional materials such as competency tests, text books, instruction sheets, audiovisuals, and computer programs are utilized to meet Printing/Graphics Technology program goals and objectives and enhance instructional effectiveness.

Teaching methods, materials, and procedures make provisions for individual differences, needs, and capabilities. Opportunities for remediation are provided to students as needed.

Student learning experiences include theoretical instruction and practical application of knowledge. The ratio of theoretical to practical instruction depends on the nature of program competencies.

Student progress is systematically monitored, evaluated, and recorded by the Printing/Graphics Technology program faculty as part of the instructional process.

Desirable employability skills are integrated into Printing/Graphics Technology course instruction and are modeled by the instructor.

Academic skills are integrated into Printing/Graphics Technology course instruction and are modeled by the instructor.

A syllabus which outlines course objectives, requirements, content, and evaluation techniques is made available to students enrolled in each Printing/Graphics Technology course.

PRINTING/GRAPHICS TECHNOLOGY

Instructional methods are evaluated routinely, and evidence of improvement is collected and documented by the Printing/Graphics Technology program faculty.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Occupation-Based Instruction)

Standard Statement

The Printing/Graphics Technology program offers effective occupation-based instructional delivery where appropriate.

Explanatory Comment

Occupation-based instructional delivery systems include educational work experiences, internships, practicums, and other specialized and/or innovative learning arrangements.

Diploma programs that require internships, work experience arrangements, and/or other occupation-based instructional experiences do so on the basis of designated essential competency areas and courses for the given program.

Evaluative Criteria

Any internship, on-the-job training arrangement, or other educational work experience that is a Printing/Graphics Technology program requirement or elective is:

a) listed as a course having a course identification code;
b) assigned course credit and required tuition;
c) defined by the same requirements for statewide course title, essential course description, and essential competency areas as any other diploma/degree program course;
d) controlled and supervised by the institution, Printing/Graphics Technology program faculty, and/or the person designated to coordinate work experience courses; and
e) managed through the use of prescribed individual training plans that detail required student learning and performance objectives and appropriate agreements between institutions and work experience supervisors.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Evaluation of Students)

Standard Statement

A system for evaluation of students is developed and implemented by the Printing/Graphics Technology program faculty.

Explanatory Comment

Evaluation of students is based on tests, observations, records, interviews, homework, projects, and/or other evidence of student performance.

Evaluative Criteria

The Printing/Graphics Technology program system for evaluation of students is consistent with institutional grading policies.

The faculty of the Printing/Graphics Technology program develops, implements, and disseminates a written system for evaluation of students.

The Printing/Graphics Technology program system for evaluation of students reflects the philosophy, purpose, goals, and objectives of the program.

The Printing/Graphics Technology program system for evaluation of students requires use of competency-based measures of student performance.

The Printing/Graphics Technology program system for evaluation of students requires use of both formative and summative evaluation.

The Printing/Graphics Technology program system for evaluation of students includes evaluation and documentation of student achievement in both course specific knowledge and practical application.

The Printing/Graphics Technology program system for evaluation of students includes evaluation and documentation of student achievement in the cognitive, affective, and psychomotor domains.

The Printing/Graphics Technology program system for evaluation of students is reviewed annually and revised, as necessary.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Grading System)

Standard Statement

The Printing/Graphics Technology program implements statewide grading standards.

Explanatory Comment

Program grading systems vary in detail but are consistent regarding major principles.

Evaluative Criteria

The faculty of the Printing/Graphics Technology program develops, implements, and disseminates a written grading system that incorporates statewide grading standards.

The grading system reflects the objectives of the Printing/Graphics Technology program.

The grading system of the Printing/Graphics Technology program is used to promote student awareness of learning progress.

The grading system of the Printing/Graphics Technology program bases grades in occupational courses on documented measures of student knowledge, practical application of knowledge, and employability skills.

The grading system of the Printing/Graphics Technology program establishes passing grades that document student achievement of course competencies at levels acceptable for job entry.

The grading system of the Printing/Graphics Technology program requires use of a grading scale whereby 90 to 100% is an A, 80 to 89% is a B, 70 to 79% is a C, 65 to 69% is a D, and 0 to 64% is an F.

The grading system of the Printing/Graphics Technology program recommends the minimum course grade of C required for progress from specified courses to more advanced courses.

The grading system of the Printing/Graphics Technology program is evaluated annually by the program faculty and revised, as needed.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Laboratory Management)

Standard Statement

A system for instructional laboratory management is developed and implemented by the faculty of the Printing/Graphics Technology program.

Explanatory Comment

An established laboratory management system facilitates productive instructional laboratory operation.

Evaluative Criteria

The faculty of the Printing/Graphics Technology program develops and implements a written laboratory management system.

The laboratory management system is disseminated to Printing/Graphics Technology program students and faculty.

Institutional policies regarding safety, liability, and laboratory operation are reflected in the Printing/Graphics Technology program laboratory management procedure.

The Printing/Graphics Technology program laboratory management system is consistent with the goals and objectives of the program.

The Printing/Graphics Technology program laboratory management system maximizes the instructional usefulness of student laboratory experiences. The laboratory management system is designed to meet student needs in learning program competencies.

The Printing/Graphics Technology program laboratory management system complies with and stresses safety practices, requires that safety instruction precede laboratory instruction, and establishes required safety tests.

The Printing/Graphics Technology program laboratory management system is developed using input from program faculty, advisory committee members, and, when possible, students.

The laboratory management system is evaluated annually and revised, as needed.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Live Work)

Standard Statement

The faculty of each Printing/Graphics Technology program that includes live work as part of its curriculum develops and implements a written live work system.

Explanatory Comment

Live work is a vital component of many occupational/technical programs and is integrated into the curriculum where specific courses require laboratory experience.

Evaluative Criteria

The faculty of each Printing/Graphics Technology program that includes live work as part of its curriculum develops and implements a written live work system.

Information about the live work system of the Printing/Graphics Technology program is made available to the entire institution.

The live work system supports and enhances the course curricula. Live work does not replace or interrupt essential course content or sequence and seeks to avoid conflict with community businesses.

The live work system is consistent with the philosophy, purpose, goals, and objectives of the Printing/Graphics Technology program.

The live work system details methods for publicizing services, handling customer relations, accounting, assigning work, documenting work, and/or other needed functions.

The live work system is developed by the Printing/Graphics Technology program faculty using input from students when possible.

The live work system conforms to institutional regulations and is approved by the administration of the institution.

The live work system conforms to the live work policy of the Georgia Board of Technical and Adult Education.

PRINTING/GRAPHICS TECHNOLOGY

The live work system is evaluated annually by the faculty of each Printing/Graphics Technology program and revised, as needed.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Equipment, Supplies, and Materials)

Standard Statement

The furnishings, equipment, supplies, and materials for the Printing/Graphics Technology program are sufficient, appropriate, and adequately maintained to support safe and effective instruction.

Explanatory Comment

Program equipment, supplies, and materials include items used in a given occupation and items used in the delivery of instruction.

Evaluative Criteria

Current and adequately maintained furnishings, equipment, supplies, and materials are available to meet the instructional goals and performance objectives of the Printing/Graphics Technology program.

Students in the Printing/Graphics Technology program are helped to develop transferable occupational skills by using instructional equipment, tools, materials, and supplies that are comparable to those currently used in the occupational field. Tools and equipment reflect industry quality standards.

The furnishings, equipment, supplies, and materials used in the Printing/Graphics Technology program meet or exceed applicable local, state, and federal health and safety standards.

The Printing/Graphics Technology program makes provisions to ensure that all health and safety equipment, machine guards, fixtures, materials, and supplies required by local codes, state law, and professional practice are available and maintained in working order.

The Printing/Graphics Technology program requires that applicable personal safety devices, equipment, and supplies are available, utilized, and maintained in working order.

First aid supplies appropriate for the Printing/Graphics Technology program are available throughout each program area.

PRINTING/GRAPHICS TECHNOLOGY

Printing/Graphics Technology program equipment, supplies, and materials are installed, color coded, controlled, ventilated, and/or stored in accordance with applicable health and safety codes.

The Printing/Graphics Technology program implements an equipment, materials, and supplies management system that delineates proper procedures for purchasing, maintaining, locating, storing, inventorying, securing, distributing, repairing, replacing, and safely using instructional items.

The Printing/Graphics Technology program utilizes its advisory committee and other inputs in implementing annual evaluation and planning procedures to maintain or improve the adequacy, safety, and management of equipment, materials, and supplies.

PRINTING/GRAPHICS TECHNOLOGY

INSTRUCTIONAL PROGRAM
(Physical Facility)

Standard Statement

The Printing/Graphics Technology program is provided with adequate and appropriate facilities.

Explanatory Comment

The facilities for the Printing/Graphics Technology program vary depending on enrollments, learning activities involved, instructional equipment used, indoor and/or outdoor instruction involved, and other factors.

Evaluative Criteria

Space allocations for the Printing/Graphics Technology program are appropriate for the number of students enrolled and the type of instructional activity involved.

The physical facilities for the Printing/Graphics Technology program are designed to facilitate instructional delivery, allow program flexibility, accommodate instructional management, protect students and staff against safety hazards, protect equipment from loss or damage, provide accessibility to all students, and create a positive atmosphere for effective learning.

The physical facilities for the Printing/Graphics Technology program are arranged to separate noise-producing activities from those that require a quiet environment, to expedite student traffic flow, and to prevent disruption of instruction.

Water, electricity, and other utilities are safely and conveniently provided to the Printing/Graphics Technology program on the basis of instructional needs.

The Printing/Graphics Technology program is provided with lighting, heating, cooling, ventilation, and any specialized control systems needed to maintain healthy and safe working conditions and meet instructional requirements.

The physical facilities for the Printing/Graphics Technology program include classrooms, laboratories, and/or other specialized learning areas needed to meet instructional requirements.

PRINTING/GRAPHICS TECHNOLOGY

The institution provides adequate and appropriate non-instructional facilities including offices, restrooms, storage areas, and any other specialized areas needed to meet Printing/Graphics Technology program needs.

The facilities for the Printing/Graphics Technology program are maintained regularly and operated effectively and cost efficiently.

The Printing/Graphics Technology program faculty and advisory committee conduct an annual facility evaluation which contributes to the overall institutional facility review process.

PRINTING/GRAPHICS TECHNOLOGY

ACADEMIC SKILLS
(Academic Requirements)

Standard Statement

Academic achievement standards are established for the Printing/Graphics Technology program.

Explanatory Comment

Examples of academic skills include, but are not limited to, communication skills, reading comprehension skills, and computation skills.

Developmental studies assist students to improve skills such as language usage, reading, and computation prior to regular program admission.

Evaluative Criteria

The Printing/Graphics Technology program utilizes academic achievement standards for admission that reflect skills necessary for successful participation in the instructional program.

The institution offers developmental studies to students who do not meet academic achievement standards for program admission.

The institution offers a required general core curriculum consisting of academic instruction.

Opportunities for academic remediation are provided to students while enrolled in Printing/Graphics Technology program courses.

The Printing/Graphics Technology program utilizes academic evaluation achievement standards that reflect skills necessary for successful performance on the job.

Where a state-approved evaluation has not been established, evaluation of essential academic skills is conducted according to standards developed by the local program faculty.

PRINTING/GRAPHICS TECHNOLOGY

EMPLOYABILITY SKILLS
(Job Acquisition)

Standard Statement

Job acquisition competency areas are integrated into the curriculum of the Printing/Graphics Technology program.

Explanatory Comment

Employability skills refer to the basic academic, interpersonal, reasoning, and problem solving skills that, when transferred to the occupational setting, facilitate job acquisition, retention, and advancement.

Job acquisition competency areas consist of essential employability skills that directly influence the ability to obtain employment.

Evaluative Criteria

The faculty of the Printing/Graphics Technology program ensures that job acquisition competency areas are included in the curriculum.

Job acquisition competency areas include, but are not limited to, the following:
a) job search;
b) job application and resume preparation;
c) interviewing; and
d) job marketing.

The faculty of the Printing/Graphics Technology program utilizes job follow-up data, current research, and the expertise of the program advisory committee to evaluate and update the delivery of program employability skills training.

The faculty of the Printing/Graphics Technology program assists in providing student employment information to the job placement office.

The faculty of the Printing/Graphics Technology program encourages and guides students in preparing occupationally appropriate job acquisition materials such as applications, resumes, letters of reference, work histories, course descriptions or outlines, transcripts, and other related information.

PRINTING/GRAPHICS TECHNOLOGY

The media collection includes multi-media employability information appropriate for classroom and individual student use.

PRINTING/GRAPHICS TECHNOLOGY

EMPLOYABILITY SKILLS
(Job Retention and Advancement)

Standard Statement

Job retention and advancement competency areas are integrated into the curriculum of the Printing/Graphics Technology program.

Explanatory Comment

Employability skills refer to the basic academic, interpersonal, reasoning, and problem solving skills that, when transferred to the occupational setting, facilitate job acquisition, retention, and advancement.

Job retention and advancement competency areas consist of desirable job performance skills and attitudes that directly influence the ability to maintain employment or achieve an improved employment role.

Evaluative Criteria

The faculty of the Printing/Graphics Technology program ensures that job retention and advancement competency areas are included in the curriculum.

The Printing/Graphics Technology program curriculum stresses professional job performance required for maintaining and advancing in a job including, but not limited to, demonstration of:

a) knowledge of occupational and academic skills;
b) quality work standards;
c) productivity;
d) communication skills;
e) punctuality;
f) problem solving skills;
g) interpersonal skills;
h) confidentiality; and
i) knowledge of the career ladder.

PRINTING/GRAPHICS TECHNOLOGY

The Printing/Graphics Technology program curriculum stresses professional attitudes required for maintaining and advancing in a job including, but not limited to, demonstration of:

a) cooperativeness;
b) pleasantness;
c) responsibility;
d) self-control;
e) enthusiasm;
f) flexibility;
g) helpfulness;
h) loyalty; and
i) willingness to learn.

The Printing/Graphics Technology program faculty utilizes job follow-up data, current research, and the expertise of the program advisory committee to evaluate and update the delivery of program employability skills training.

The Printing/Graphics Technology program faculty assists in providing student employment information to the job placement office.

PRINTING/GRAPHICS TECHNOLOGY

STAFF
(Faculty Qualifications and Responsibilities)

Standard Statement

Qualified faculty are responsible for carrying out the purpose, goals, and objectives of the Printing/Graphics Technology program.

Explanatory Comment

Essential faculty qualifications and responsibilities are detailed in the Certification Manual and the program-specific standards established by the Georgia Board of Technical and Adult Education.

Evaluative Criteria

The qualifications for each Printing/Graphics Technology program part-time or full-time faculty member meet the requirements specified in the Certification Manual of the Georgia Board of Technical and Adult Education, as appropriate, and the requirements of the designated accrediting agency(ies).

The responsibilities of each Printing/Graphics Technology program part-time or full-time faculty member are in compliance with the requirements specified in the Georgia Board of Technical and Adult Education Policy Manual and are in conformance with the requirements of the designated accrediting agency(ies).

The faculty of the Printing/Graphics Technology program use annual staff development opportunities to assure achievement of occupational and instructional competency.

PRINTING/GRAPHICS TECHNOLOGY

ADVISORY COMMITTEE
(Function)

Standard Statement

A program advisory committee provides expert support for the Printing/Graphics Technology program.

Explanatory Comment

A program advisory committee is established to promote interaction between the Printing/Graphics Technology program and businesses and industries served by the program.

Faculty use the expertise of the advisory committee to improve program content and operation.

Evaluative Criteria

The Printing/Graphics Technology program advisory committee assists with developing short-range and long-range plans.

The Printing/Graphics Technology program advisory committee provides advice regarding curriculum content to ensure that courses relate to present and future employment needs.

The Printing/Graphics Technology program advisory committee makes suggestions regarding the modification, addition, or deletion of course offerings.

The Printing/Graphics Technology program advisory committee supports the program through public relations activities.

The Printing/Graphics Technology program advisory committee makes recommendations regarding the design and use of physical facilities.

The Printing/Graphics Technology program advisory committee makes recommendations regarding the selection and maintenance of equipment.

The Printing/Graphics Technology program advisory committee assists in evaluation of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program.

PRINTING/GRAPHICS TECHNOLOGY

The Printing/Graphics Technology program advisory committee submits its recommendations regarding program related changes to the appropriate state-level technical committee for review on an annual basis.

The Printing/Graphics Technology program faculty provides documented evidence that program advisory committee recommendations are considered and that specific action is taken on each recommendation.

PRINTING/GRAPHICS TECHNOLOGY

ADVISORY COMMITTEE
(Membership)

Standard Statement

The membership of the Printing/Graphics Technology program advisory committee is representative of the community and employment market served by the program.

Explanatory Comment

The Printing/Graphics Technology program advisory committee is composed primarily of persons in the industry served by the program and includes persons within the community and employment market who positively impact the program.

Evaluative Criteria

The faculty of the Printing/Graphics Technology program, in cooperation with the administration of the institution, selects the advisory committee.

The Printing/Graphics Technology program advisory committee includes a cross-section of representatives from program-related businesses and industries.

The Printing/Graphics Technology program advisory committee includes program-related business and industry representatives who have varying occupational positions.

The Printing/Graphics Technology program advisory committee includes faculty as ex officio members.

The Printing/Graphics Technology program advisory committee is composed of a minimum of five members.

The Printing/Graphics Technology program advisory committee maintains a base of experienced members while acquiring new members.

The Printing/Graphics Technology program advisory committee members are recognized for their dedication and effort to improve the quality of education.

PRINTING/GRAPHICS TECHNOLOGY

ADVISORY COMMITTEE
(Meetings)

Standard Statement

Printing/Graphics Technology program advisory committee meetings have a planned program of work.

Explanatory Comment

Regularly scheduled formal advisory committee meetings focus on planning, developing, implementing, and evaluating the Printing/Graphics Technology programs.

Evaluative Criteria

The Printing/Graphics Technology program advisory committee has an annual program of work on file.

The Printing/Graphics Technology program advisory committee meets a minimum of two times annually on a scheduled basis.

The Printing/Graphics Technology program advisory committee elects officers, including a chairperson and a secretary.

The Printing/Graphics Technology program advisory committee follows an agenda which is distributed to members prior to each meeting.

The chairperson of the Printing/Graphics Technology program advisory committee assists program faculty in developing the agenda for each meeting.

The Printing/Graphics Technology program advisory committee maintains minutes indicating date, agenda, members present, and recommendations.

Minutes are distributed to each Printing/Graphics Technology program advisory committee member prior to each meeting.

The Printing/Graphics Technology program advisory committee maintains an open file of minutes and other necessary documents for a minimum of three years.

The Printing/Graphics Technology program advisory committee members are invited to make periodic classroom visits to the institution.

PRINTING/GRAPHICS TECHNOLOGY

The Printing/Graphics Technology program advisory committee has a quorum present to conduct business.

PRINTING/GRAPHICS TECHNOLOGY

SPECIAL NEEDS
(Commitment)

Standard Statement

The Printing/Graphics Technology program is committed to providing technical education to special needs students.

Explanatory Comment

Special needs students are those who are academically and/or economically disadvantaged, are physically and/or mentally handicapped, or are national origin minority students with limited English language skills.

The special needs requirements of the Georgia Board of Technical and Adult Education meet or exceed all relevant local, state, and federal legislation.

Special needs legislation includes, but is not limited to, mandates for auxiliary aids to students, removal of architectural and equipment barriers, and non-restrictive career counseling.

Evaluative Criteria

Special needs policies and operational procedures that comply with current local, state, and federal special needs legislation are implemented in the Printing/Graphics Technology program.

Students who are academically and/or economically disadvantaged are provided special services and assistance to enable them to succeed in the Printing/Graphics Technology program.

Students who have physical and/or mental impairments are provided special services and assistance to enable them to succeed in the Printing/Graphics Technology program.

Students who are national origin minority students with limited English language skills are provided special services and assistance to enable them to succeed in the Printing/Graphics Technology program.

Printing/Graphics Technology program faculty are prepared, through staff development education, to provide assistance for students with special needs.

PRINTING/GRAPHICS TECHNOLOGY

All special needs personnel meet Georgia Board of Technical and Adult Education certification requirements.

Course objectives within the Printing/Graphics Technology program are utilized as the basis for developing an Individualized Education Program (IEP) for each handicapped student under 21 years of age enrolled in the program.

PRINTING/GRAPHICS TECHNOLOGY

EQUITY
(Commitment)

Standard Statement

The Printing/Graphics Technology program affords equal access and opportunities to all qualified students and staff.

Explanatory Comment

Equal access and equal opportunity refer to the prohibition of discrimination on the basis of race, color, national origin, religion, sex, age, or handicapping condition in educational programs, activities, and employment.

The equal access and equal opportunity requirements of the Georgia Board of Technical and Adult Education meet or exceed all relevant state and federal legislation.

Equal access and equal opportunity legislation includes, but is not limited to, mandates for: equitable admissions practices, counseling, employment, grievance procedures, and leave; nondiscriminatory recruitment and promotional materials; and public notification of nondiscrimination.

Evaluative Criteria

The nondiscrimination commitment of the Printing/Graphics Technology program complies with current Georgia Board of Technical and Adult Education policy and state and federal law.

A written institutional policy that ensures equal access to all qualified students who can safely benefit from instructional services regardless of race, color, national origin, religion, sex, age, or handicapping condition is implemented in the Printing/Graphics Technology program.

PRINTING/GRAPHICS TECHNOLOGY

HEALTH AND SAFETY
(Commitment)

Standard Statement

The Printing/Graphics Technology program provides a safe and healthy environment for students and staff.

Explanatory Comment

References for proper health and safety conditions, equipment, practices, and procedures are available in Georgia Board of Technical and Adult Education policy and local, state, and federal law. Emergency and disaster plans, accident reports, and fire drill procedures are outlined in information from the State Fire Marshall's Office, the Civil Defense Division, and the Georgia Department of Human Resources.

Health and safety facility and equipment provisions required by the Georgia Board of Technical and Adult Education meet or exceed appropriate local, state, and federal law.

Evaluative Criteria

The physical facility, furnishings, equipment, supplies, and practices of the Printing/Graphics Technology program meet or exceed appropriate local, state, and federal health and safety standards.

Proper health and safety practices are developed, implemented, and integrated into the Printing/Graphics Technology program.

The Georgia Board of Technical and Adult Education does not discriminate
on the basis of age, sex, race, color, religion, national origin, or handicap
in its educational programs, activities, or employment policies.